

**AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Special Item No. 132-51 Information Technology Professional Services
Special Item No. 132-100 Ancillary Supplies and/or Services

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

SPECIAL ITEM NO. 132-100 ANCILLARY SUPPLIES AND/OR SERVICES

Ancillary supplies and/or services are support supplies and services which are not within the scope of any other SIN on this schedule. These supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN(s) in this solicitation to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule and is limited to information technology (IT) products and/or services.

The work performed under this SIN shall be associated with existing SINs that are part of this schedule. ncillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN in this schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SINs under this schedule.

Front Rowe, Inc.

11325 Random Hills Road, Ste 100

Fairfax, VA 22030

Phone: 703.865.4108 / Fax: 703.865.4387

www.frontroweinc.com

Contract Number:

GS-35F-0521P

Period Covered by Contract:

May 12, 2014 through May 11, 2019

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #P0-0004, dated May 5, 2014.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Front Rowe, Inc.
11325 Random Hills Road, Ste 100
Fairfax, VA 22030
Phone: 703.865.4108
Fax: 703.865.4387

Payment Information:

Front Rowe, Inc.
13321 Balmoral Heights Place
Clifton, VA 20124
Phone: 703.865.4108
Fax: 703.865.4387

Payment Telephone Inquiries:

703.865.4108

ATTN: Front Rowe Inc. Account Receivable

ACH Wire Address: For Wiring Instructions, please contact Atron Rowe 703.865.4108.

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. Government purchase **will not** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

703.865.4000 x4108

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 794556964

Block 30: Type of Contractor - A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - Yes

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1849218

4a. CAGE Code: 3HW39

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As negotiated between the ordering agency and Front Rowe, Inc.

132-100

As negotiated between the ordering agency and Front Rowe, Inc.

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the

Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: None.
- b. Quantity: N/A
- c. Dollar Volume: N/A
- d. Government Educational Institutions are offered the same discounts as all other Government customers.

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology Professional Services

- b. The Maximum Order for the following Special Item Number (SIN) is \$150,000:

Special Item Number 132-100 - Ancillary Supplies and/or Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
- (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage

determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: Not Applicable

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION
TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite ITProfessional Services.

9. INDEPENDENT CONTRACTOR

All ITProfessional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Front Rowe, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact: **Karen Rowe** at **703.865.4108**, krowe@frontroweinc.com, FAX: **703.865.4387**.

LABOR CATEGORY DESCRIPTIONS

For

SIN 132-51

Job Title: Senior Project Manager

Functional Responsibility: Manages Information Technology solutions and architectures to support current requirements and future cross-functional requirements and interfaces. Scopes, designs, develops, installs, and maintains enterprise-wide or large-scale information systems. Ensures systems are compatible and in compliance with application standards such as NIST, IEEE reference models, open systems architecture standards, and that the common operating environment is architecturally compliant. Performs high-level systems analysis, design, programming, documentation, or implementation of very complex applications that require a thorough knowledge of specific fields of research. Provides expertise on the use of scientific software and hardware capabilities. Provides detailed assistance to programmers and users on the maintenance, operation, and use of scientific software. Prepares and delivers presentations and briefings as required by the tasks.

Minimum Education: Bachelor degree in Computer Science or Information Systems. Requires 10 to 12 years of applicable business experience and 5 or more years of project management experience. A degree is not required with fifteen years of specialized experience and five years of general experience. PMI certified preferred.

Job Title: Project Manager

Functional Responsibility: Plans, directs and monitors the work of team members. Sets priorities to meet the needs of users. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. May be involved in related areas such as database design/management, evaluation of Commercial Off-the-Shelf (COTS) products, and analysis of network hardware/software issues. May direct the work of other systems analysts and programmers.

Minimum Education: Bachelor degree in Computer Science or Information Systems. Requires 5 to 8 years of applicable business experience and 3 or more years of project management experience. A degree is not required with eight years of specialized experience and two years of general experience. PMI certified preferred.

Job Title: Senior Software Engineer

Functional Responsibility: Acts as lead developer in the development, implementation, and maintenance of small to medium-sized computer systems, including multi-platform, networked, and client-server applications. Coordinates and instructs programmers and analyst assigned to project(s). Designs, develops, implements, and maintains complex business, accounting and management information applications and systems. Prepares feasibility studies of potential systems, configurations of

computers, and interactive applications. Prepares more complex application specifications. Leads post-implementation analyses. Provides assistance and training to lower-level analyst. May be task leader for one or more projects.

May be responsible for performing a variety of complex design tasks in the operation and application of Computer Aided Design (CAD) equipment. Has a strong understanding of current software applications as related to CAD operations including working knowledge of associated capabilities, limitations, and available products. Interacts daily with supervisor, peer groups, and customers. Works on assignments where judgment is required to resolve problems and make recommendations. Has the ability to guide others. Uses creativity to develop solutions with minimal input from clients or users. Has the ability to design complex drawings and make mathematical calculations.

Minimum Education: Bachelor Degree plus six or more years of experience in a computer or mathematical area

Job Title: **Software Engineer**

Functional Responsibility: Develops, implements, and maintains small to medium-sized software application. Prepares design and functional software specifications. Scope of responsibility includes analysis, design, development, testing, and debugging of software in support of distinct products and service lines.

May create original CAD drawings from sketches or red-lined architectural drawings. Has understanding of current CAD-related software. Works on assignments where judgement is required. Performs tasks with limited or no supervision. Modifies existing CAD drawings to reflect as-built red line changes. Has the ability to guide others. Normally receives no instruction on routine work.

Minimum Education: Bachelor Degree in Computer Science with one or more years of experience in a computer or mathematical area

Job Title: **Senior Web Developer**

Functional Responsibility: Acts as lead web engineer in the development, implementation, and maintenance of small to medium-sized web systems. Designs, develops, implements, and maintains complex e-business and management information applications and systems. Prepares feasibility studies of potential systems, configurations of computers, and interactive applications. Prepares more complex application specifications. Leads post-implementation analyses. Provides assistance and training to lower-level web developers. May be task leader for one or more projects.

Minimum Education: Bachelor Degree in Computer Science plus six or more years of experience in a computer or mathematical area.

Job Title: **Web Developer**

Functional Responsibility: Performs detailed analysis and design of web applications. Has knowledge of relational technology and multi-tier architecture. Develops, modifies, and maintains web applications of a complex nature and conduct proficient web analysis. Provides analysis and process improvement options to clients related to web applications. Analyzes clients' needs and develops web solutions. Designs web applications to meet needs expressed in requirements analysis. Develops web

specifications, tests and implements web solutions and possesses experience with Dreamweaver, FrontPage, PhotoShop, Cold Fusion, .Net and/or J2EE. Assists in evaluation of new web technologies. Competence in relevant programming language such as HTML, XML, C#, ASP, JSP, .Net, Java, and Visual Basic. Must have experience operating in the following environments: MS Windows (all versions) and/or UNIX, accessing at least two databases programmatically: Microsoft Access, SQL Server, Sybase, Oracle, Postgres and MySQL.

Minimum Education: BS degree in Computer Science, Electrical Engineering or closely related discipline. Certification as a MS Certified Professional (MCP) may be substituted for one semester of coursework. Certification as a MS Certified Solutions Developer (MCSD) and two years of experience as a web developer may be substituted for degree requirements.

Job Title: **Senior Database Engineer**

Functional Responsibility: Responsible for the performance, integrity and security of databases. Plans, develops and troubleshoots various databases. Responsibilities include the following:

- establishing the needs of users and monitoring user access and security;
- monitoring performance and managing parameters to provide fast query responses to 'front end' users;
- mapping out the 'conceptual design' for a planned database in outline;
- considering both 'back end' organization of data and 'front end' accessibility for end users;
- refining the 'logical design' so that it can be translated into a specific data model;
- further refining the 'physical design' to meet system storage requirements;
- installing and testing new versions of the database management system (DBMS);
- maintaining data standards, including adherence to the Data Protection Act;
- writing database documentation, including data standards; procedures and definitions for the data dictionary ('metadata');
- controlling access permissions and privileges;
- developing, managing and testing backup and recovery plans;
- ensuring that storage, archiving, backup and recovery procedures are functioning correctly;
- capacity planning;
- working closely with IT project managers, database programmers and web developers;
- communicating regularly with technical, applications and operational staff to ensure database integrity and security;
- Commissioning and installing new applications.

Minimum Education: Bachelor Degree in Computer Science with five or more years of experience in a computer or mathematical area program

Job Title: **Database Management Engineer**

Minimum/General Experience: Minimum of six years of database experience. Possesses advanced skills in database design and the use of database packages. Must have demonstrated skills in programming languages and the relevant operating systems. Must have good analysis and planning skills, and demonstrates a good understanding of business database needs, programming languages and the

relevant operating systems. Must have good analysis and planning skills. Must demonstrate good understanding of business database needs.

Functional Responsibility: Provides technical expertise for the production of detailed database designs and design documentation, including data models and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans and coordinates conversion and migration of existing (or legacy) databases to a state of the art DBMS.

Minimum Education: B.S. degree computer science. Progressive experience in database design and implementation.

Job Title: **QA/Configuration Manager**

Functional Responsibility: Develops, implements, and maintains quality assurance/configuration management programs in support of a variety of software, hardware, and services. Establishes standards for life cycle, documentation, development methods, testing, and maintenance. Develops and defines major and minor characteristics of quality/configuration management (including metrics and scoring parameters) and determines requisite quality control/configuration management resources for an actual task order. Conducts or participates in formal and informal reviews at predetermined points throughout the system life cycle. Serves as liaison between Program Management and other functional groups to resolve issues regarding quality assurance/configuration management. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. May provide task direction and guidance to less experienced team members. Performs software testing at all levels from module or unit testing through all levels of software integration testing. Writes software test plans in support of software design to ensure the integrity of test plans. Interfaces with the software development group throughout the software development process. Develops test data and predefines specific test acceptance criteria. Supports the software configuration management process and understands all software components and their interface requirements. Generally regarded as an expert in their particular discipline or technology.

Minimum Education: Bachelor degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor degree.

Job Title: **System Administrator**

Functional Responsibility: Provides expertise in the areas of system design, systems engineering techniques and systems management processes. Analyzes and recommends commercially available hardware capable of meeting system requirements. Systems engineers generally are involved in project tasks that apply to specialized technology problems versus distinct service or product line (e.g., signal processing, navigation and guidance, communications). Assignments involve integration of electronic processes or methodologies to resolve total system problems or applications. Processes may range from simple electromechanical to sophisticated use of computer or other electronic technology and equipment.

Minimum Education: Bachelor degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor degree.

Job Title: Help Desk Tech

Functional Responsibility: Manages the help desk function and personnel. Provides daily supervision and direction to staff that are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. The personnel serve as the first point-of-contact for troubleshooting hardware/software, PC, and printer problems.

Minimum Education: Bachelor degree in related discipline or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor degree. With a Master's degree 4 years of general experience is required.

Job Title: Senior Technical Writer

Functional Responsibility: Prepares and edits Information Technology documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Must have a substantial knowledge of the capabilities of computer systems. Duties include writing, editing, and graphic presentation of technical information for technical personnel. Interprets technical documentation standards and prepares documentation according to standards.

Minimum Education: Bachelor Degree in English with five or more years of experience in a computer science and technical writing area.

Job Title: Technical Writer

Functional Responsibility: Prepares and edits Information Technology documentation that incorporates information provided by user, specialist, analyst, and programmer personnel. Must have a knowledge of the capabilities of computer systems. Writes, edits, and prepares reports, studies, and presentation material of technical information for technical personnel. Interprets technical documentation standards and prepares documentation according to the standards.

Minimum Education: Bachelor degree in English with three or more years of experience in a computer science and technical writing area.

AUTHORIZED ONSITE GSA PRICING
for
SIN 132-51

Labor Category	GSA Rate
Senior Project Manager	229.49
Project Manager	147.36
Senior Software Engineer	147.36
Software Engineer	101.76
Senior Web Developer	130.64
Web Developer	101.76
Senior Database Engineer	148.02
Database Management Engineer	101.76
QA/Configuration Manager	77.23
Systems Administrator	101.76
Help Desk Tech	61.30
Senior Tech Writer	109.01
Technical Writer	61.30

LABOR CATEGORY DESCRIPTIONS

for

SIN 132-100

Job Title: **Records Management III**

Functional Responsibility: Performs analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote record centers. Develops file plans, retention schedules and incorporates regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedule.

May oversee work or supervise team members. Determines work requirements based on established guidelines. Provides guidance to team members regarding work procedures, technical issues, work priorities, and special requests from clients. May troubleshoot technical, operational, or employee problems and takes corrective action to resolve conflicts.

May research, analyze, and compile complex law sources such as statutes, recorded judicial decisions, legal and business articles, treaties, constitutions, and legal codes. Provides recommendations regarding research; performs legal research and compiles data from a variety of reference sources. Recommends appropriate methods and analyzes results produced. Analyzes, drafts, prepares, reviews and edits legal documents. Oversees the maintenance and updating of file system for legal documents. Acts as a legal librarian, ensuring reference materials are current. Recommends and implements filing system and process changes.

Minimum Education: Bachelor degree (with an emphasis, preferably in Information Management, Records Management, Library Sciences, Business Administration or paralegal studies) or equivalent, and five to seven years of related (records management program which includes records inventories, retention schedules, filing systems, filing equipment, micrographic applications and records management techniques) experience. Experience includes thorough knowledge of electronic records management principles and practices; extensive knowledge of electronic records management techniques, applications, and developmental theory. Experience working with software related to legal activities. Experience working with law and legal review processes. NARA certified is desired.

Job Title: **Records Management II**

Functional Responsibility: Assists others in performing analysis and inventories of records. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Stores, maintains, researches and retrieves records maintained by the organization in paper, microform, and electronic format. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules.

Minimum Education: Bachelor degree (in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and two to four years of related (records management program which includes records inventories, retention schedules, filing systems, filing equipment,

micrographic applications and records management techniques) experience. NARA certified is desired.

Job Title: Records Management I

Functional Responsibility: Assists others in performing analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote records centers. Monitors and interprets changes in retention requirements to ensure consistent application. Stores, maintains, researches and retrieves records maintained by the organization in paper, microform, and electronic format. Educates clients and monitors client adherence to established schedules.

Minimum Education: Bachelor degree (with an emphasis in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and zero to two years of related (records inventories, retention schedules, filing systems, filing equipment, micrographic applications and records management techniques) experience. NARA certified is desired.

Job Title: Administrative Specialist III

Functional Responsibility: Manages a department or program with the discretion to design and implement general office operations to accomplish established goals. Supervise a staff that performs various duties. Interprets, recommends revisions to, and insures compliance with statutes, regulations, policies and procedures. Provides direct administrative support by preparing or directing the preparation of correspondence, agendas, and materials including administrative and public reports for reproduction and distribution; maintains calendars, schedules and plans events and meetings.

Responds to questions from other offices and public; schedules and places conference calls, and handles emergency or equipment trouble reports. Investigates user complaints that are not of a routine nature and takes corrective action. Analyzes new or special work requests to determine most efficient method of completion. Researches and evaluates special projects involving independently collecting and compiling information from a variety of sources, analyzing results and preparing final recommendations to an administrator.

Distributes daily assignments, coordinates the activities of subordinate workers, determines priorities and ensures meeting of deadlines. Participates in interviewing, selecting, coordinating and evaluating employees. Develops training, procedural manuals and training programs.

Enters and manipulates data and information in word processing, spreadsheet, and database applications by creating word processing templates and form letters, macros, functions, tables, queries, and reports. May also implement modifications, run systems tests, and enter the most complex sets of data. May maintain web pages. Establishes and maintains a record, filing or registration system(s).

Gathers data for and prepares special reports and other statistical and financial reports.

Minimum Education: A Bachelor degree requires one year applicable work experience. An Associate degree requires one year specialized experience and one year of general experience. A degree is not required with five years of specialized experience and two years of general experience.

Job Title: Administrative Specialist II

Functional Responsibility: Communicates and/or coordinates instructions with various individuals and/or departments. Furnishes and obtains information from multiple sources. Organizes and maintains files of correspondence and records including automated records management systems. Follows up on

pending matters. Schedules appointments and coordinates arrangements for meetings and conferences, transcribes dictation, often of a technical and/or confidential nature. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office. Initiates follow-up action. May provide supervision, training and guidance to lower level administrative assistants. May use automated IT systems for communications, document preparation, and data storage and retrieval. May identify requirements for office automation.

May design, develop, and maintain forms using various software applications. Also, may develop, coordinate, evaluate, execute, and monitor various programs for example, Directives, Privacy and FOIA programs. Conducts investigations, performs in-depth analysis, develops alternatives and solutions, makes presentations to introduce and defend alternatives, and oversees implementation of study findings. Provides expert guidance and assistance regarding the development of internal projects and the interrelationships between departments.

Minimum Education: A Bachelor degree (in the fields described below) requires one year applicable work experience. An Associate degree (in the fields described below) requires one year specialized experience and one year of general experience. A degree is not required with two years of specialized experience and two years of general experience.

Job Title: **Administrative Specialist I**

Functional Responsibility: Responsible for the preparation of correspondence and technical documents in final form using Information Technology equipment and software. Assists in the development of correspondence guidelines and procedures. Reviews office correspondence, staff actions and reports prepared for management's signature for clarity, completeness, and grammatical and procedural correctness. Develops and maintains a standardized system for filing. Provides assistance in establishing and maintaining both centralized and decentralized office files and management and record keeping systems including an Enterprise Records Management Systems.

May assist with scanning and organizing information. Also, may provide assistance with internal projects.

Minimum Education: Associate Degree or Administrative Support/Secretarial Certificate from a specialized business school. In lieu of education one year of experience in administrative support is required.

Job Title: **Management Analyst III**

Functional Responsibility: Conducts analytical studies based on performance and decision making responsibilities in designing, coordinating, and implementing studies within a multifaceted agency or statewide within an area of expertise. Performs theoretical research involving multidimensional variables and interrelationships between diverse and separate systems. Effectively deals with sensitive or political issues. Conducts or directs analysis of legislation, judicial activities, policy, and administrative issues affecting assigned Information Technology department or area of technical specialization; meets with management to establish priorities for project in key areas; determines priorities for evaluation of existing or proposed administrative activates for effectiveness, efficiency, and conformity to established or agreed upon guidelines; determines quality of existing policies, services, and resource allocations and considers benefits of alternative systems.

Minimum Education: Three years of specialized experience performing management improvement studies in such area as a) organizational analysis, b) systems and procedures analysis, c) records management analysis, d) space utilization studies, e) work measurement or work simplification studies; cost benefit analysis studies. Bachelor degree in Business Administration, Public Administration, Industrial Engineering, Industrial Psychology, or closely related field OR three more years of technical or staff level experience assisting in planning and carrying out various management improvement studies in a least one of the previously listed areas.

Job Title: **Management Analyst II**

Functional Responsibility: Communicates with stakeholders on the data gathered and information needs. Develops and builds required templates for reporting, applying practical knowledge and best business practices in support of project initiatives. Assists in the preparation and coordination of briefings, deliverables, and documentation. Gathers and analyzes information and data from a wide variety of sources. Analyze and propose ways to improve an organization's structure, efficiency, or profits. Analyze relevant data-which may include various tasks. Develops solutions to the problem and report findings and recommendations.

Minimum Education: A Bachelor degree (in the fields described below) requires two year applicable work experience. An Associate degree (in the fields described below) requires one year specialized experience and one year of general experience. A degree is not required with five years of specialized experience and two years of general experience.

Job Title: **Management Analyst I**

Functional Responsibility: Conducts management studies in areas such as organizational design and staffing, operational systems and procedures work. Observes operations to determine user requirements; reviews laws, rules, regulations, and guidance to assurance compliance; researches historical, current, and projected data to identify problems and probable causes and areas where procedural or system changes are indicated; determines quality of existing system and benefits of alternatives; develops recommendations for improvement and/or corrective action to standardize or improve systems. Presents written or oral reports of findings, conclusions, and recommendations for corrective measures or operational improvements to management. May conduct and coordinate special projects of a non recurring nature as requested; conducts regular or special reviews of industry development and considers possible agency application; participates, as assigned, in various committee and task work groups relating to agency problem solving activities

Minimum Education: Bachelor degree in Public Administration, Business Administration, or a closely-related field. Three year experience assisting or participating in planning and/or carrying out management improvement studies in at least one of the following areas: a) organizational analysis (manual of ADP); c) records management analysis; d) space utilization studies; e) work measurement or work simplification studies; f) cost benefit analysis; g) budget analysis; or h) other related efficiency research studies.

AUTHORIZED ONSITE GSA PRICING
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Labor Category	GSA Rate
Records Management III	100.20
Records Management II	66.00
Records Management I	64.77
Administrative Specialist III	103.27
Administrative Specialist II	75.13
Administrative Specialist I	53.06
Management Analyst III	109.01
Management Analyst II	86.05
Management Analyst I	63.11